

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Assistant Coordinator (Post Residential) #50317688 **ANNOUNCEMENT NO.** 057 -2016

SALARY: SS-413 / Minimum \$29,598 / Maximum \$62,317 Annual Salary

LOCATION: Youth Challenge Program (YCP-CM), Camp Minden, Minden, Louisiana

OPEN: 23 June 2016

CLOSE: 6 July 2016

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Must have excellent oral and written communication skills. Requires working independently with general guidance and the ability to work and communicate effectively with co-workers, peers, superiors and subordinates. Knowledge of basic accounting procedures to oversee stipend account. BA/BS or higher academic degree from an accredited university is preferred; however, five years of experience as an accountant, direct marketing, human resource recruiter or case manager may be substituted for degree. Willingness to work weekends, holidays, or On-Call as necessary to support the mission at YCP-CM.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC) Card. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations. Must complete SHARP Training and foster sexual harassment free environment. Complete all LMD training requirements annually.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. CONDITIONS OF EMPLOYMENT: By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. POSITION DESCRIPTION: Primary advisor to the Executive Level pertaining to Counselor issues. Supervises ten (10) employees: one (1) Assistant Post Residential Coordinator/Mentor Coordinator, one (1) Administrative Technician, nine (9) Case Managers. Responsible to identify and communicate pertinent items of information to the Director and Deputy Director to keep them informed. Responsible for working with Director, Deputy Director, Cadre Department & other pertinent Department to maintain order in the Post Residential Department. Analyzes problems in the Post Residential Department and recommends solutions, compromises and alternatives to Executive Level to resolve such problems. Conducts interviews and recommends Case Manager and Administrative Technician to be hired and does all necessary paperwork therein. Participate in and encourage professional development of counseling staff through staff meetings, and professional workshops and seminars. Development includes counseling through the use of PERS. Trains all new hires in the positions for which they were hired. Counsel and develop through the use of PERS. Prepares and reviews PER documents for and conducts counseling with section employees. Reviews and approves payroll documentation for the section. Determines, approves/disapproves, and tracks leave for all section personnel. Ensures adequate numbers of mentors are recruited, screened, trained, matched and monitored. Ensures that the Mentor Coordinator establishes recruitment plans and training dates. Verifies completed mentor application and ensure that all mentors have met program qualifications. Recruits mentors and students while assisting Counseling Department with Cadet Interviews. Provide personal, career and academic counseling to cadets in the absence of the assigned Case Manager. Designs and integrate mentor activities that foster positive relations between mentors and cadets. Prepares mentor Award and coordinates events with other sections. Manages and reconcile the STIPEND account. Verifies and requests STIPEND disbursements for Youth Challenge Graduates. Provides monthly report and requests to appropriate departments. Responsible for communications with parents regarding Post Residential Department requirements. Responsible for ordering all supplies for the Post Residential Department. Responsible for turning in all invoices with prescribed paperwork so that vendors will be paid. Must attend/complete all mandatory LMD Training (Ethics, SHARP, Suicide Prevention, etc.) and foster a sexual harassment free environment. Perform other duties as assigned.

5. APPLICATION PROCEDURES: All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2015/10/LMD-H-Form-10-State-Application-1.pdf>** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

Ms. Wenda Harding

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